

**Notice of
Temporary Changes to Whitman County Clerk's Operations**

Last updated 5/3/2021

Office Hours: 8:30 am- noon and 1 pm – 4:30 pm, Monday - Friday

Filing: Email and Fax filing fees have been suspended. Mail, Email and Fax filing is highly encouraged at this time. Please follow these guidelines:

- 1) Email filings to clerk@whitmancounty.net only. Do not email to any other addresses
- 2) Fees for filing **new** cases may be paid online
- 3) Each document you wish to file should be submitted as a pdf document, ready to upload. Multiple documents for the same case may be attached to one email as long as they are separate pdf files.
- 4) Please put the case number in the subject line of the email
- 5) When the document is filed the Clerk will reply to confirm the documents were filed.
- 6) All documents received via email before 5 pm will be File stamped with the current date. In most cases, the documents will be uploaded to Odyssey the same day.

Ex-Parte Orders: Ex Parte Orders can be emailed or faxed. Copies of signed orders will be returned via email. Fees for ex-parte orders have been suspended.

Telephonic Appearances: The fee has been suspended. Please visit the Clerk's webpage at www.whitmancounty.org ****HOW TO ACCESS SUPERIOR COURT HEARINGS VIA TELEPHONE AND INTERNET**** for instructions.

Family Law Facilitator: The family law facilitator appointments will be conducted telephonically, with electronic sharing of documents. Please email FLF@whitmancounty.net for more information.